

**MINUTES  
VENDOR ADVISORY COMMITTEE  
February 2, 2010**

**Members Present:** Mike Masters, Greg Alexander, P.D. Morrison, Diana Keller, Roy Mata, Nancy Evans, Arlene Dillworth, Ken Sorley, Ron Pigott (non-voting), Paul Gibson (non-voting)

**Members Absent:** Gladys House

**Staff Present:** Ron Pigott, David Duncan, Paul Gibson, Kristine Brock, Valerie Simpson, Chuks Amajor, Woody Fluharty, Dee Dorsey, Kit von Wupperfeld

**Others Present:** Ashlin Gunter (PDME), Kyle Radford (TIBH), Chris Masters (M&M Moving), Tom Masters (M&M Moving).

The meeting was called to order by Chair Mike Masters at 1:05 p.m. All present introduced themselves.

Upon a motion by Greg Alexander and seconded by P.D. Morrison, minutes of the August 4 meeting were approved unanimously

**Item 7 – Report from Dr. Rom Haghighi on the HUB Disparity Study**

NOTE: This item was taken up first to allow Dr. Haghighi to leave for another meeting.

Comment summary: While the study is mostly complete, there are a few modifications underway. The contract with MGT was extended through the end of March to complete them. In approximately one month, the report will be presented to Comptroller Susan Combs. With Comptroller approval the report will be released and posted on the CPA website. Until that time the specific findings cannot be discussed. The format includes an executive summary, summary chapter, and separate chapters on best practices, and data on primes and subcontractors. Aspirational goals are being prepared in six (6) categories. The data submission process is under review, and all data is actual, not estimated as in previous studies.

The disparity study process included four public hearings and five focus groups conducted throughout the State. Many vendors attending the meetings expressed concern that they were not receiving enough business. Common misunderstandings among the vendors were that the HUB program is a “set-aside”, that the State program included HUB programs for cities, counties and other governmental entities and that once registered, contracts would come their way without having to prepare proposals and bids. When asked, however, most attendees said Texas’ HUB program overall ranked “fine”.

Data will be presented “as is”. If it shows deficiencies, the State will have to adopt strategies to address them.

**Item 4 – Nominations for Chair, Vice-Chair and Secretary**

Greg nominated Mike for chair; seconded by P.D.  
P.D. nominated Greg for vice-chair; seconded by Mike.  
Mike nominated P.D. for secretary; Nancy seconded.

**Item 5 – Voting for Chair, Vice-Chair and Secretary**

By voice vote, all three nominations were unanimously approved, and the officers elected for another year.

**Item 6 – Subcommittee Reports from the Historically Underutilized Businesses (HUB) subcommittee and the Public Outreach and Communications subcommittee**

P.D. reported on the HUB Subcommittee. They are awaiting the release of the disparity study. Information on the public hearing sponsored by the Texas Legislative Black Caucus in Houston in September was not presented as Ms. House was absent. Diana suggested that Dr. Haghighi might have insights on outreach possibilities for HUB vendors. Paul Gibson mentioned that monthly brown bag sessions on various HUB topics will be starting soon. P.D. asked if a Frequently Asked Questions (FAQ) section could be posted on the HUB website, and Paul agreed to check. Other suggestions for promoting the HUB program included preparing a Webinar and recording the brown bag sessions to be posted as a video link.

Arlene reported on the Public Outreach Subcommittee. She attended two functions for different groups and asked about challenges members faced dealing with the State. That led to strong questions from participants, leading her to think about what questions might be appropriate to ask and what would happen to information collected, because questioners would want answers and a plans of action. The Committee decided that distribution of the two recently-approved documents about the Vendor Advisory Committee might be a better approach than questioning people directly. Mike will arrange for distribution of the documents. Committee members were cautioned that they cannot speak on behalf of the Comptroller of Public Accounts, only for the Vendor Advisory Committee. Nancy asked if the HUB staff could mention the Committee while making their presentations throughout the State. Arlene will follow up on this idea with Paul. Contacting small business development centers at universities was another outreach avenue suggested.

Ken Sorley asked about adding members to the Committee. Ron said a vote on an individual nominee would have to be conducted at a public meeting, with the recommended name being forwarded to the Deputy Comptroller for approval. Mike moved that this be a standing agenda item. Seconded by Diana and passed. This will start at the next meeting.

**Item 8 – Public Comment**

Mike mentioned that the Council on Competitive Government was seeking ideas on saving money in the State budget; anyone with a suggestion can contact Dustin Lanier.

P.D. asked about the office supply Request for Proposals; Chuks Amajor responded that it would be posted either today (February 2) or tomorrow.

**Item 9 – Future Agenda Items**

From Diana: how vendors find where they are and what their profile is in the Texas SmartBuy catalogue online.

From Mike: discussion of meeting frequency.

From Nancy: another presentation on the disparity study with findings, when completed.

The meeting was adjourned by Mike at 2:35 p.m.

Next meeting: May 4, 2010 at 1 p.m.